

COORDINATION RECORD  
PERSONNEL OFFICE

Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030057-2

MEMORANDUM TO: Chief, Special Contracting, Allowances and Processing Staff  
Chief, Personnel Procurement Division  
Chief, Placement and Utilization Division  
Chief, Employee Services Division  
Chief, Classification and Wage Division  
Chief, Military Personnel Division  
Chief, Processing and Records Division

SUBJECT: Proposed PDM Congressional Cases

REQUEST DATE: 4 December 1953

SUSPENSE DATE: 8 December 1953  
11:00 A.M.

STATINTL

FILED STAFF ATTENTION: [REDACTED]  
(ext. 3831)

1. The issuance described above has been proposed for publication as indicated. It is requested that you review this material as it relates to the responsibilities and activities of your component and indicate your comments or suggestions below.

2. If there are substantive points of difference which would require that you non-concur in this publication, it is requested that you contact the individual designated above. Every effort should be made to resolve such differences before submission of this material to the Personnel Director. In the event this cannot be accomplished, however, your position should be stated below so that the Personnel Director may base his decision on this question on the full facts.

STATINTL

[REDACTED]  
Chief, Plans, Research and  
Development Staff

COMMENTS: This Division concurs with the basic contents of the proposed PDM; however, it takes exception to the placing of certain responsibilities within the Personnel Procurement Division. Par. 2 of the proposed PDM places the responsibility of acknowledgements of applications and/or other papers within the Personnel Procurement Division. Par. 5 implies that PPD will make up an applicant file. It appears to the undersigned that these responsibilities are properly the responsibility and function of the Processing & Records Division, namely, the Correspondence Branch for acknowledgements, and the Files Section of the Transactions & Records Branch for the preparation of applicant files. If these functions as they pertain to

NON-CONCUR CONCUR Congressional Cases  
(over)

STATINTL

Signature

Date

CHIEF, PROCESSING AND RECORDS DIVISION

8 December 1953

Date